Agenda Item # 7.1
For Board Meeting of: June 5, 2025

CITY OF SANTA ROSA
BOARD OF PUBLIC UTILITIES

TO: BOARD OF PUBLIC UTILITIES

FROM: TERESA STRICKER, CITY ATTORNEY
JENNIFER BURKE, WATER DIRECTOR

SUBJECT: APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT FOR MINASIAN LAW LLC

AGENDA ACTION: MOTION

RECOMMENDATION

It is recommended by the City Attorney's Office and Santa Rosa Water that the Board of Public Utilities, by motion, 1) approve a First Amendment to Professional Services Agreement (PSA) number F002930 with the law firm of Minasian Law, LLC for outside legal services for Santa Rosa Water in the amount of one hundred thousand dollars ($100,000), for a total contract not to exceed amount of two hundred thousand dollars ($200,000) subject to approval as to form by the City Attorney, and 2) delegate authority to the City Attorney to execute the First Amendment.

EXECUTIVE SUMMARY

The City Attorney's Office provides legal services to the Water Department and the Board of Public Utilities (BPU). Due to a vacancy in the City Attorney's office in May 2024 and the number of matters and scope of the work performed for the Water Department and the BPU, the City Attorney's office negotiated a PSA with Minasian Law LLC to provide interim Assistant City Attorney services for the Water Department until the vacancy was filled. The amount of the PSA was for one hundred thousand dollars ($100,000). In February 2025, a new Assistant City Attorney joined the City Attorney's Office and provides support to the Water Department. Outside specialized counsel for various complex water issues is still needed. Minasian Law can continue to provide outside counsel support as needed and this First Amendment to the PSA will provide for these services by increasing compensation by one hundred thousand dollars, for a total contract not to exceed amount of two hundred thousand dollars ($200,000).

BACKGROUND

In addition to other City departments, boards and commissions, the City Attorney's Office provides legal services to the Water Department on a variety of issues, including providing legal support for the BPU. The Water Department has a number of complex ongoing and upcoming projects and work that will require specialized outside legal counsel support. To perform these services, the City Attorney's Office and Santa Rosa Water recommend amending the contract with Minasian Law, LLC.

PRIOR BOARD OF PUBLIC UTILITIES REVIEW

The BPU has previously considered and approved several outside legal services agreements for specialized work of the Water Department.

ANALYSIS

The City Attorney's Office provides legal services to every department in the City. A new Assistant City Attorney joined the City Attorney's Office in February 2025 and has been assigned to provide legal services for the Water Department and the BPU. Due to various complex issues in the Water Department, an outside specialized counsel is still needed.

The City Attorney's Office negotiated a PSA for legal services with the law firm of Minasian Law, LLC. Minasian Law provided excellent service to the Water Department in the interim role and has the expertise and capacity to perform outside special counsel services as needed. Therefore, it is recommended by the City Attorney's Office and Santa Rosa Water that a First Amendment to the contract for one hundred thousand dollars ($100,000), for a total contract amount not to exceed two hundred thousand dollars ($200,000), be executed to provide special counsel services.

FISCAL IMPACT

There is adequate funding in the Water Department FY2024/25 adopted budget to provide for this expense.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

None.

ATTACHMENTS

- Attachment 1 – First Amendment to Professional Services Agreement number F002930 with Minasian Law, LLC.
- Attachment 2 - Professional Services Agreement number F002930 with Minasian Law, LLC.

PRESENTER
Teresa Stricker, City Attorney
Jennifer Burke, Santa Rosa Water Director